



# Tips for Success



## Grantsmanship Workshop



# How to Be

**USDA** United States Department of Agriculture  
Cooperative State Research, Education, and Extension Service

research education extension

Home About Us **Funding Opportunities** Farms Business with CSREES Newsroom Help Contact Us

You are here: Home

## Cooperative State Research, Education, and Extension Service

*CSREES advances knowledge for agriculture, the environment, human health and well-being, and communities through national program leadership and federal assistance.*

**Search CSREES**

**Go**

Advanced Search

**Browse by Subject**

- ▶ Agricultural & Food
- ▶ Agriculture & Environment
- ▶ Animals & Animal Products
- ▶ Biotechnology & Genomics
- ▶ Economics & Commerce
- ▶ Education
- ▶ Families, Youth, & Communities
- ▶ Food, Nutrition, & Health
- ▶ International
- ▶ Natural Resources & Environment
- ▶ Pest Management
- ▶ Plants & Plant Products
- ▶ Technology & Engineering

**Funding Opportunities**

- National Research Initiative
- Small Business Innovation Research
- More...
- Request for Applications (RFAs)
- Grant Application Forms

**In the News** [More](#)

 CSREES funds study on how workplace climate affects breast-feeding habits

 CSREES awards \$10 million to sequence the swine genome

 Partners Video Magazine highlights CSREES' National Research Initiative

 Successful transition to organic production shows planning works

**More Quick Links**

- Local Extension Office
- Jobs and Opportunities
- State and National Partners
- CSREES Staff Directory
- Programs
- Program Impacts
- CRIS
- Directions to CSREES
- Site Map
- Budget Information

CSREES | USDA.gov | Site Map | Grants.gov | CRIS | REEIS  
FOIA | Accessibility Statement | Privacy Policy | Non-Discrimination Statement | Information Quality | FirstGov | White House



Home About Us Funding Opportunities Forms Business with CSREES Newsroom Help Contact Us

### Search CSREES

Go

Advanced Search

### Browse by Subject

- ▶ Agricultural & Food Biosecurity
- ▶ Agricultural Systems
- ▶ Animals & Animal Products
- ▶ Biotechnology & Genomics
- ▶ Economics & Commerce
- ▶ Education
- ▶ Families, Youth, & Communities
- ▶ Health, Safety, & Human Resources
- ▶ International
- ▶ Natural Resources & Environment
- ▶ Pest Management
- ▶ Plants & Plant Products

You are here: Home / Funding Opportunities / More Funding Information: Integrated Research, Education, and Extension Programs

## Funding Opportunities

### More Funding Information: Integrated Research, Education, and Extension Programs

#### Program Details:

- Program Synopsis
- Topic Areas

#### Applicant Resources:

- How to Apply
- Competitive Funding Opportunities Workshop
- General Grant Writing Tips for Success
- Tips for Developing and Submitting Integrated Proposals
- Logic Model Planning Process
- Example Integrated Proposal
- Additional Resources for Applicants

#### Results and Impacts:

- Request for Proposals (RFP) for Integrated Research, Education, and Extension Programs awarded on the CSREES Funding Opportunities page. Learn more.

#### Reviewer Information:

- Directions to Waterfront Centre
- To be considered as a potential reviewer, please send an email message with your contact information and areas of expertise to: [newreviewer@csrees.usda.gov](mailto:newreviewer@csrees.usda.gov)
- Indirect Cost Limitation
- Grants.gov

[www.csrees.usda.gov/funding/nri/nri](http://www.csrees.usda.gov/funding/nri/nri)

[www.csrees.usda.gov/funding/sbir/sbir](http://www.csrees.usda.gov/funding/sbir/sbir)

[www.csrees.usda.gov/funding/integrated/integrated](http://www.csrees.usda.gov/funding/integrated/integrated)





## Search CSREES

Go

### Advanced Search

### Browse by Subject

- [Agricultural & Biosystems](#)
- [Animal Products](#)
- [Animal Health & Genomics](#)
- [Biotechnology](#)
- [Economics & Community Development](#)
- [Education](#)
- [Families, Youth, & Communities](#)
- [Food, Nutrition, & Health](#)
- [International](#)
- [Natural Resources & Environment](#)
- [Pest Management](#)
- [Plants & Plant Products](#)
- [Technology & Engineering](#)

You are here: [Home](#) / [Funding Opportunities](#) / [More Funding Information](#): [Integrated Research, Education, and Extension Programs](#)

## Funding Opportunities

### Programs

#### Program Details:

- [Program Synopsis](#)
- [Topic Areas](#)

#### Applicant Resources:

- [How to Apply](#)
- [Competitive Funding Opportunities Workshop](#)
- [General Grant Writing Tips for Success](#)
- [Tips for Developing and Implementing Integrated Projects](#)
- [Logic Model Planning Process](#)
- [Example Integrated Proposal](#)
- [Additional Resources for Applicants](#)

#### Results and Impacts:

- [Active Projects](#) - Please use the link to "Abstracts of Funded Projects" provided on the Funding Opportunities page for each program.

#### Reviewer Information:

- [Directions to Waterfront Centre](#)
- To be considered as a potential reviewer, please send an email message with your contact information and area(s) of expertise to: [newreviewer@csrees.usda.gov](mailto:newreviewer@csrees.usda.gov).

#### Other:

- [Indirect Cost Limitation](#)
- [Grants.gov](#)



## Search CSREES

Go

You are here: [Home](#) / [Funding Opportunities](#) / [More Funding Information](#): Integrated Research, Education, and Extension Programs

Advanced Search

Topic Areas

Browse

### Applicant Resources:

- [How to Apply](#)
- [Competitive Funding Opportunities Workshop](#)
- [General Grant Writing Tips for Success](#)
- [Tips for Developing and Implementing Integrated Projects](#)
- [Logic Model Planning Process](#)
- [Example Integrated Proposal](#)
- [Additional Resources for Applicants](#)

### Results and Impacts:

- [Example Integrated Proposal](#)
- [Additional Resources for Applicants](#)

### Results and Impacts:

- [Active Projects](#) - Please use the link to "Abstracts of Funded Projects" provided on the [Funding Opportunities](#) page for each program.

### Reviewer Information:

- [Directions to Waterfront Centre](#)
- To be considered as a potential reviewer, please send an email message with your contact information and area(s) of expertise to: [newreviewer@csrees.usda.gov](mailto:newreviewer@csrees.usda.gov).

### Other:

- [Indirect Cost Limitation](#)
- [Grants.gov](#)

• [Youth, & Families](#)  
• [Nutrition, & Health](#)  
• [Animal](#)  
• [Resources &...](#)

• [Food, & Nutrition](#)  
• [International](#)  
• [Natural Resources & Environment](#)  
• [Pest Management](#)  
• [Plants & Plant Products](#)  
• [Technology & Engineering](#)

### Tips for Developing and Implementing Integrated Projects

This tip sheet was developed as a resource to help applicants develop and implement Integrated Projects. It should be used as an additional resource to the "General Grant Writing Tips for Success" document.

CSREES competitive programs define "Integrated" as bringing together the three components of the agricultural knowledge system (research, education, and extension) around a problem or issue.

- **Research activity** means a scientific investigation or inquiry which results in the generation of knowledge.
- **Education Activity** means formal classroom instruction, laboratory instruction, and practicum experience in the food and agricultural sciences and other related matters such as faculty development, student recruitment and services, curriculum development, instructional materials and equipment, and innovative teaching methodologies.
- **Extension Activity** means a series of educational activities with identified learning objectives that deliver science-based knowledge to people outside of the traditional classroom, enabling them to make practical decisions.

The following tips are intended to aid in the process of developing and implementing Integrated Projects. Use of the Logic Model Planning Process is recommended to assist applicants in developing their projects – see <http://www.uwex.edu/Ces/pdnode/evaluation/evallogicmodel.html>.

#### Project Area Identification:

- Aim for high potential impact and significant public benefit for agriculture, the environment, human health and well being, and communities
- Address current data/knowledge gaps
- Identify those who will be benefited/affected by this project
- Identify goals and possible positive outcomes by evaluating short, intermediate, and long term results
  - Short term – *Learning* (awareness, knowledge, attitudes, skills, opinions, aspirations, motivations)
  - Intermediate – *Action* (behavior, practice, decisions, policies, social action)
  - Long term – *Conditions* (social, economic, civic, environmental)
- Match the problem to an appropriate funding opportunity within CSREES programs

#### Team Building:

- Build a synergistic collaboration representative of the integrated approach
- Design an interdisciplinary team and clearly identify the roles and responsibilities of each team member
- Build on existing partnerships while allowing new alliances to be formed

### General Grant Writing Tips for Success

This tip sheet was developed to aid in the preparation of competitive grant proposals. For applicants preparing an Integrated Proposal, please also refer to the "Tips for Developing and Implementing Integrated Projects" document.

#### Developing the Proposal:

- Read the RFA
- Develop idea to fit within program priorities
  - consider eligibility
  - consider relevance, review criteria
- Write project description for particular program, reviewers, review process, etc.
- Describe all elements if project is integrated
- Complete all paperwork, get signatures
- Submit on time

#### Improving the Proposal:

- Obtain a successful proposal from a successful colleague
- Review abstracts of recently funded projects in the programs of interest
- Obtain critical reviews from colleagues before you submit
  - Ask a colleague in your research, education, or extension area to review the proposal for clarity and logic, including scientific and education methodology
  - Ask a colleague outside your research area to review the proposal for clarity, logic, and significance
- High risk proposals need high potential impact - need to sell it but admit risk

#### Successful Proposals:

- Excite the reviewers
- Are easy to read and understand
- Have an appropriate literature review
- Have clear rationale & objectives that fit program priorities
- Clearly stated hypotheses or research questions – for research proposals
- Clearly stated learning objectives and expected outcomes/impacts for education and extension portion of the project (What will be different as a result of the proposed work?)
- Have specific objectives, methods, work plan, etc. for research, education, and extension components – for integrated proposals
- Have well-communicated importance of topic and potential contributions of work
- Contain a detailed project description - methods, sample selection, analysis, educational program delivery, instructional materials development, etc.
- Have a discussion of expected outcomes
- Address potential pitfalls, including short-comings of data and amelioration plans
- Contain a good plan for dissemination of results and use of research results in education programs
- Appropriate expertise of the Project Director(s)



## EXAMPLE INTEGRATED PROPOSAL

### **Ecological Soil Community Management for Enhanced Nutrient Cycling in Organic Sweet Cherry Orchards**

**Submitted to the Integrated Organic Program**

**This example integrated proposal can be used as a model for applicants submitting to the Integrated, Research, Education, and Extension Competitive Grants Program (Section 406) or those programs soliciting integrated projects in the National Research Initiative (NRI) Competitive Grants Program.**

**\*Note: For proposals submitted to the NRI, please designate if project is integrated in the first sentence of the Project Summary.**

## EXAMPLE INTEGRATED PROPOSAL

### Program Action - Logic Model



[Home](#)[About Us](#)[Funding Opportunities](#)[Forms](#)[Business with CSREES](#)[Newsroom](#)[Help](#)[Contact Us](#)

### Search CSREES

[Advanced Search](#)

### Browse by Subject

- ▶ [Agricultural & Food Biosecurity](#)
- ▶ [Agricultural Systems](#)
- ▶ [Animals & Animal Products](#)
- ▶ [Biotechnology & Genomics](#)
- ▶ [Economics & Commerce](#)
- ▶ [Education](#)
- ▶ [Families, Youth, & Communities](#)
- ▶ [Food, Nutrition, & Health](#)
- ▶ [International](#)
- ▶ [Natural Resources & Environment](#)
- ▶ [Pest Management](#)
- ▶ [Plants & Plant Products](#)
- ▶ [Technology & Engineering](#)

You are here: [Home](#) / [Funding Opportunities](#) / [More Funding Information: Integrated Research, Education, and Extension Programs](#) / [Additional Resources for Applicants: Integrated Research, Education, and Extension Programs](#)

## Funding Opportunities

### Additional Resources for Applicants: Integrated Research, Education, and Extension Programs

#### Workshop Presentations on Integrated Projects

- [Introduction to CSREES and Integrated Programs](#)
- [Understanding the Review Process](#)
- [Tips for Success](#)

#### Successful Integrated Project Presentations

- [Early Detection and Rapid Assessment of Invasive Plant Species and Noxious Weeds](#) – Drs. John Silander and Leslie Mehrhoff, University of Connecticut; Dr. Chris Mattrick, New England Wild Flower Society
- [Southern Agbiotech consortium for Underserved Communities](#) – Dr. Govind Sharma, Alabama A&M University; Dr. Marceline Egnin, Tuskegee University
- [Paired Watershed Studies for Nutrient Reduction in the Minnesota River Basin](#) – Drs. David Mulla, James Anderson, and Adam Birr, University of Minnesota
- [Food Safety for the immune-Suppressed/Compromised: A Multimedia Approach](#) – Dr. Patricia Kendall, Colorado State University; Dr. Lydia Medeiros, The Ohio State University; Dr. Virginia Hillers, Washington State University
- [Enhancing the Beef/Forage Potential of Small and Mid-Sized Beef Operations](#) – Dr. Roy Burris, University of Kentucky
- [Experience of the Southern-Region Working Group: Safety of Fresh Fruit and Vegetables](#) – Dr. Jim Rushing, Clemson University

#### Program Specific Resources

- [National Integrated Food Safety Program Tip Sheet](#)



# How to Begin...

Identify available programs

Relevance, eligibility, deadline dates

Obtain and read program materials

Contact the National Program Leader  
with questions, especially about the  
fit to program priorities!



# Then...

Begin with the end in mind

Know what you want to achieve and why

What agricultural issue are you trying to address?

How will your project help address the issue?

How will you evaluate the impact of your project? Ask yourself "So What?"



# What is Impact?

Impact is the quantifiable difference a project makes in the quality of life for clients, citizens, or stakeholders.

*In other words, what will be different as a result of your project?*



# Project Activities (Outputs)

What are the project activities that will lead to the desired impact(s)?

- Do they include research?
- Do they include extension?
- Do they include education?





# Developing the Project



Timing: Begin early

- Building relationships
- Writing your proposal
- Submitting the proposal to your institution for sign-off and electronic submission

Develop a timetable based on the deadline for proposal submission

\*Letters of Intent are required for some programs



# Develop a Strategic Response

Research: What are the knowledge gaps?

Extension: How will you reach those who need the information?

Education: How will you train the next generation?



# Writing the Proposal

All team members should be involved from the beginning

Represent all project functions (research, education, and/or extension) in one or more project objectives

Identify and allocate expenses for all project activities



# Writing the Proposal

Clearly identify the stakeholder community and their involvement in the project

Include letters of support when appropriate

Address the funding program's evaluation criteria as stated in the RFA





# Writing the Proposal

Take care in writing the project summary

It should be well-worded and concise

It is the only part of your proposal that most reviewers will see

Use it to generate interest in your proposal by *all* panelists



# General Tips



## Read the RFA

Develop idea to fit within program priorities

Consider eligibility

Consider relevance, review criteria

Review abstracts of recently funded projects in the programs of interest

“Funding Opportunities” web pages

CRIS – <http://cris.csrees.usda.gov>



# General Tips



Write project description for particular program, reviewers, review process, *etc.*

If integrated project, all functions described

Complete all paperwork, get signatures

Submit early – keeping in mind the extra time it may take to submit electronically



# General Tips

Ask successful colleagues for copies of their funded proposal(s)

Obtain critical reviews from colleagues before you submit

High risk proposals need high potential impact

Need to sell it but admit risk





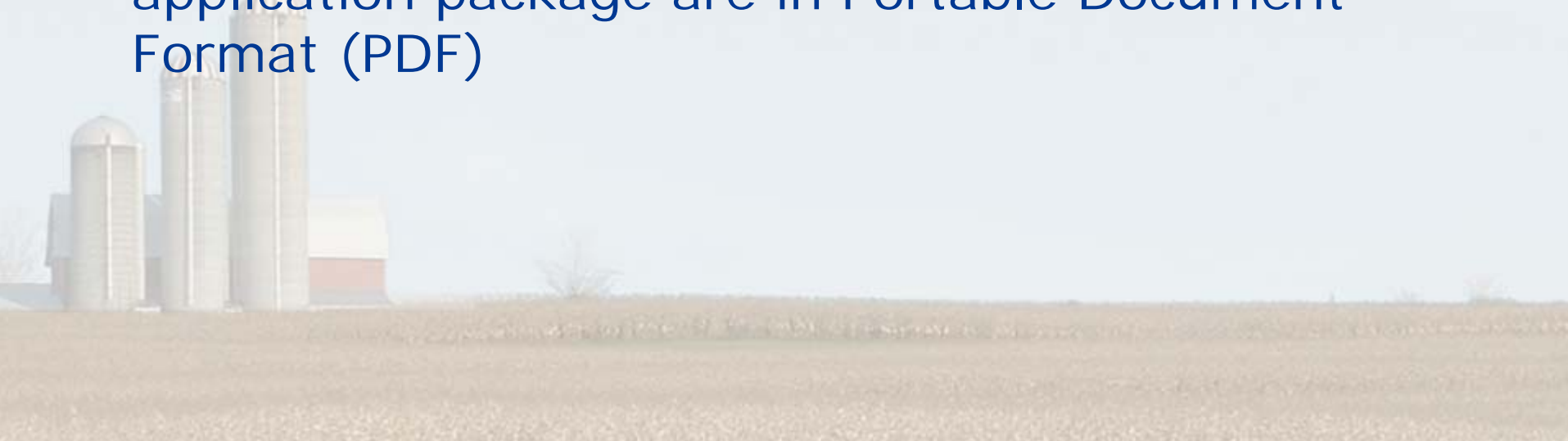
# Electronic Submission



Confirm with your grant coordinator that your institution is registered with Grants.gov

Obtain institutional instructions for submitting your electronic application

Ensure that files attached in the electronic application package are in Portable Document Format (PDF)



# Electronic Submission



Ensure that the Program Code and Program Code Name are spelled correctly and match the information provided in the RFA exactly

Include a Conflict of Interest List if the program to which you are applying requires it

Save all emails sent by Grants.gov and CSREES



# If Problems Occur...



Contact Grants.gov by phone or email

1-800-518-4726

[support@grants.gov](mailto:support@grants.gov)

Contact CSREES Help Desk

202-401-5048

[electronic@csrees.usda.gov](mailto:electronic@csrees.usda.gov)

Save all documentation

(e-mails, Grants.gov Case ID#)



# Questions

If an applicant has not received an acknowledgment within 30 days of the submission deadline, the applicant must contact the Agency contact immediately and ask for the application number assigned to the application.

Failure to do so may result in the application not being considered for funding by the peer review panel.





# Successful Proposals

The background of the slide is a composite image. The top portion is a dark blue banner containing a close-up of a US dollar bill, specifically showing the portrait of Benjamin Franklin and the word 'DOLLAR'. The bottom portion of the slide shows a rural farm scene with three tall, cylindrical metal grain silos and a small red barn, set against a light, hazy sky and a field of dry, golden-brown crops.

Engage the reviewers

Easy to read and understand

Appropriate literature review

Clear rationale & objectives that fit program priorities

# Successful Proposals

The background of the slide is a composite image. The top portion is a dark blue banner containing a close-up of a US dollar bill, specifically showing the portrait of Benjamin Franklin and the word 'DOLLAR'. The bottom portion of the slide shows a rural farm scene with several tall, cylindrical metal grain silos and a small red barn, set against a light, hazy sky and a field of dry, golden-brown crops.

Clearly stated research questions and learning objectives

Well-communicated importance of topic and potential contributions of work

Detailed project description – research methods, educational program delivery, instructional materials development, etc.

# Successful Proposals

Discussion of expected impacts

Discussion of potential pitfalls, including plans to address them

Good plan for dissemination of results and use of research results in educational programs



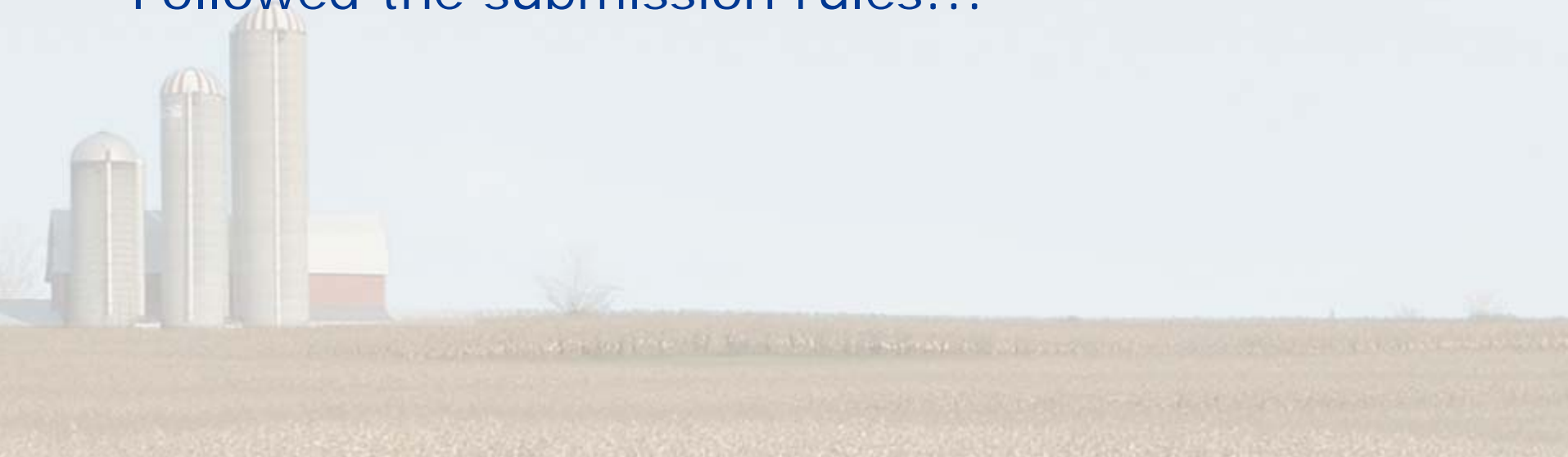
# Successful Proposals

Critically reviewed by colleagues before submission

Used feedback from previous panel reviews to strengthen the proposal

Used evaluation criteria as a guide

Followed the submission rules!!!



# Reasons for Lower Ratings

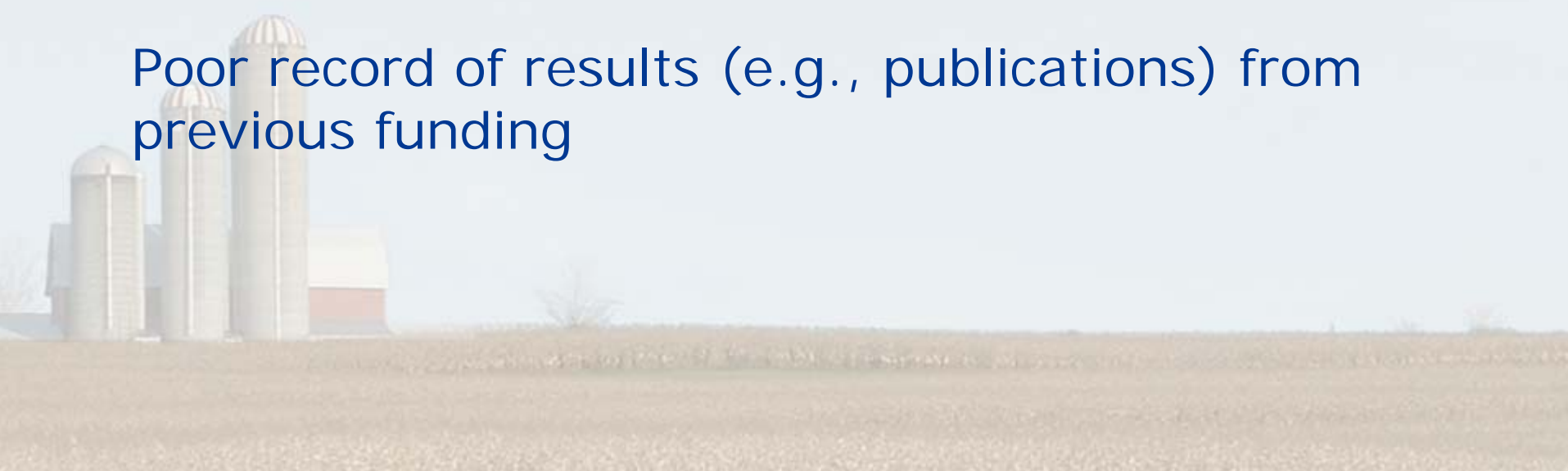


Project of little or no relevance to published program priorities

Insufficient preliminary data or evidence from literature

Poorly written, unclear objectives or hypotheses

Poor record of results (e.g., publications) from previous funding





# Reasons for Lower Ratings

Experiments or objectives not cohesive, different functions aren't integrated

Low scientific merit, basic flaws in logic, demonstrates lack of scientific understanding

No hypotheses, research questions, or learning objectives



# Reasons for Lower Ratings

Not innovative; little new information gained

Inappropriate methods or methods too vague

Poor evaluation plan to measure impacts

Not as exciting as other proposals (*i.e.*, worth funding, but ran out of funds)



# After the Review Process



## Decline Follow-up

Carefully read the panel summary and reviews

Understand your proposal's relative ranking

If you have questions, contact the Panel Manager or the National Program Leader

Prepare for resubmission, if appropriate



# After the Review Process

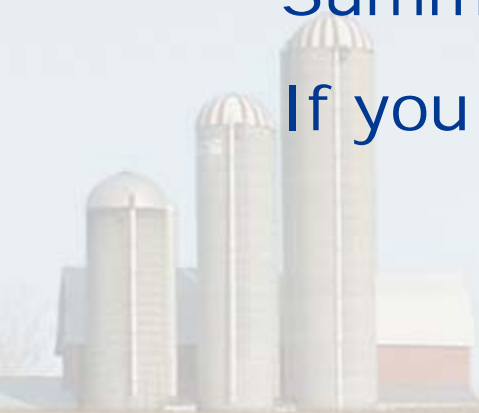


## Decline Follow-up

Resubmission of “Fundable” proposals is encouraged

Guidance regarding resubmission of “Low Priority” proposals is indicated in the Panel Summary

If you have a problem, please contact us first!



# Volunteer to Review



Become an Ad hoc Reviewer or a Panel Member

Add your contact information and technical expertise to our Reviewer database

Send an email to:

[newreviewer@csrees.usda.gov](mailto:newreviewer@csrees.usda.gov)

Contact the NPL and/or current Panel Manager and express interest in reviewing

